



Stevens Memorial Library
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Summary of Trustee Meeting April 2, 2012

Present: Paula Dowd, Cheryl Audino, Joseph Von Deck, Margaret Donovan, and Cheryl Paul Bradley

Paula called meeting to order at 4:00 P. M.

Minutes of February 6th meeting were read.

Margaret made a motion to accept minutes, Joe second, and all were in favor.

Cheryl Paul Bradley went over all bills pertaining to the deficit in repairs & maintenance account as per Paula's request.

Cheryl Paul Bradley stated the \$13705.43 deficit was made up of chiller repair, radiator leak in circulation area, and water leak in activity room.

Cheryl Paul Bradley in her director's report stated:

- 1) Spoke with Town Administrator requesting reserve fund monies be used for deficit? Would Town Administrator go to Advisory Board with request? If Advisory Board accepts transfer it should be made before the end of the fiscal year.
- 2) The new accountant had started and was learning the town's accounting system. This would take about two weeks. Once accountant was on her own would start issuing statements to the library on bills paid, Stevens Building rent, and State Grant money used.
- 3) She has received next year's budget showing Repairs & Maintenance and Energy & Utilities in Library Budget as per request.
- 4) The Solar panels company representatives came today (4-2-12) to look over the library. They made a computer image of panels flat on roof. They feel that it will not be an eye sore. Expense to library will be minimal. Stan will meet with the Light Board to review material and then they will make a decision on what they will be contributed to project.

Joe asked if light board will not fund solar project where will library get the money.

Margaret stated that the trustees could vote on using trust funds for the project.

Cheryl Audino asked if we go forward with this project and there were any problems how and who would be responsible.

Cheryl Paul Bradley stated there will be an agreement for maintenance.

Joe asked when oil is purchased by library, is it deducted from the library budget. How do we keep a record of it.

Cheryl Paul Bradley stated she gives the bill to town hall to be paid and once a month will receive a statement of payments and reflection on library budget accounts.

Kate Romano stopped in to talk quickly about benches for the Children's Room.

Kate stated prices vary due to finish, size, and shape. She felt for \$1000.00 library could get three nice benches. She left brochure for trustees to look through.

Paula stated she would like six benches and see if library could get them for around \$750.00.

Joe made a motion to buy benches but not to exceed \$1000.00, Cheryl Audino second, and all were in favor.

Cheryl Audino asked if anyone had come forth to fill the trustee vacancy.

Cheryl Paul Bradley stated she had been contacted by the Town Clerk that Debra Merrcier would be on the ballot.

Paula asked if anyone knew her.

Cheryl Paul Bradley stated that she was a Girl Scout leader, had started a bread company, and had been on the Friends Board in the 90's.

Cheryl Paul Bradley stated that the snow removal at the library this year was not very good. The few storms we had the library was not plowed until way after 10:00 A. M.

Margaret stated she had gone to the Highway Department during the last storm because at 9:50 A. M. you could not get in the driveway of the library. It took the plow until 1:00 P. M. to make the library accessible. She feels if the town administrator expects all town departments to be open and if the town hall is then the library should be plowed out by 9:50 A. M..

Joe stated it should be up to the director whether the library opens in bad weather or not.

Cheryl Paul Bradley stated when Doug Briggs became Town Administrator and set snow policy the trustees voted to go along with town policy.

Paula stated she would write a letter to Doug Briggs with the Trustee's concerns regarding the snow policy.

Cheryl Paul Bradley stated she would like to purchase a new book drop box. The price would be \$4200.00 and the Friends of the Library would donate monies towards it.

Joe made a motion to allow purchase of new book drop box but not to have the cost exceed \$4200.00, Margaret second, and all were in favor.

Cheryl Paul Bradley request \$3000.00 for the summer reading program. This amount would be used for the beginning and ending party and the purchase of prizes.

Cheryl Audino made a motion to transfer from the money market account \$3000.00 to the debit card account for the summer reading, Joe second, and all were in favor.

Margaret made a motion to end the meeting, Cheryl Audino second, and all were in favor.

Meeting ended at 4:45 P. M.